



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: All Persons Interested		
2	Job Classification Manager, Branding and Design (Administrative Supervisor)		
3	Posting Number PN# 110294		
4	Department Library		
5	Division External Affairs		
6	Section Marketing		
7	Reporting Location 500 McKinney		
8	Workdays & Hours M-F 8-5* <div>*Subject to change</div>		
9	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Houston Public Library, located in the nation’s fourth largest city, serving over 2.5 million Houstonians through a Central Library, special collections and 36 neighborhood libraries, seeks a Manager, Branding and Design. The manager develops, manages and implements the organization’s branding and visual strategy. Manages the development and production of marketing materials. Oversees a team of direct reports, manages workflow. Works closely with the Assistant Director of External Affairs to set goals, objectives and visual direction. <ul style="list-style-type: none">Establishes the visual direction of the Library, develops strategy, and design among design professionals. Identifies overarching branding components and consistent branding marks.Works closely with marketing counterparts to develop strategic creative solutions that address goals and direction of HPL.Formulates basic layout and design concepts; conducts appropriate research to select and secure suitable illustrative material. Coordinates and assigns production of material and detail to artists and photographers.Manages agencies, vendors. Hires freelance talent as needed.Reviews, approves, and presents final layouts to clients or department heads for approval.Performs other duties as assigned.		
10	WORKING CONDITIONS Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit to file/retrieve materials. Position requires stooping, bending, and light lifting.		
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor of Arts degree in Marketing, Graphics, Design, Art or a closely related field.		
12	MINIMUM EXPERIENCE REQUIREMENTS Three years of experience in print/design, marketing, graphics management/supervision or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.		
13	MINIMUM LICENSE REQUIREMENTS None		
14	PREFERENCES Bachelors Degree in Art, Graphic Design (BFA). Advanced degree a plus. Five to seven years’ graphic arts experience. Two to three years’ supervisory experience. Extensive knowledge of design printing and digital production. Must have experience in the following applications: Macintosh and PC, Quark, Illustrator, Photoshop, Dreamweaver, HTML and web design, strong communication and organization skills.		
15	SELECTION/SKILLS TESTS REQUIRED None However, the Department may administer a skill assessment evaluation.		
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 22 \$1277 - \$1833 Biweekly \$33,202 - \$47,658 Annually</div>		
18	OPENING DATE May 10, 2006		
19	CLOSING DATE Open Until Filled		
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <div>An equal opportunity employer</div>		